



Countryside Stewardship Transfer In form

When to use this form

Complete this Transfer In form to tell us about a transfer in of all or part of another Agreement Holder's land that is in a multi-annual Countryside Stewardship (CS) Mid-Tier or Higher Tier CS agreement. You (the transferee) must be willing to take on the CS Agreement's obligations.

CS Capital Grant Agreements are not transferable.

Please complete and return this Transfer In form so that it reaches us within 90 calendar days from the day after the land sale or transfer was completed.

For more information on transfers, go to www.gov.uk and search for 'Countryside Stewardship' to find the relevant Mid-Tier or Higher Tier CS manual.

Before you fill in the Transfer In form

- Make sure you have a Single Business Identifier (SBI) number. If not, you need to get an SBI number by following the [Customer registration process](#).
- Read the relevant [CS manual](#) to find out more about the scheme rules and requirements, and transferring land under a CS agreement. Go to GOV.UK and search for 'Countryside Stewardship'.
- Make sure you are registered on the Rural Payments service.
- Check that all of the land included in this transfer is registered in the Rural Payments service against your SBI. If it is not, the land must be transferred using an [RLE1 form](#) or in the [Rural Payments service](#).
- If someone else claims Basic Payment Scheme (BPS) payments on any land parcels you want to include within your CS Transfer In application, this is known as 'dual use'. You can find more information about the dual use eligibility rules in the relevant CS manual. If you are a tenant of a public body landlord you need to enclose a copy of your tenancy agreement with your Transfer In form.
- If you are an agent (or partnership representative acting as an agent) acting on behalf of the transferee(s), you and the individual(s) on whose behalf you are applying must have 'Submit' permissions for CS agreement management on the Rural Payments service. We cannot accept the form if it is submitted by an unauthorised agent. Where necessary ask the person with CS 'Submit' permissions to set the correct permissions for the agent in the Rural Payments service.

How to fill in this form electronically

- Click boxes to select that answer (to deselect click on it again).
- Complete all sections and questions that apply to you and attach all supporting documents.

How to fill in this form by hand

- Use black ink and CAPITAL LETTERS. Do not use pencil or felt-tip pen.
- Do not cross through whole pages or remove pages.
- If you make a mistake, do not use correction fluid. Make your alterations in black ink and CAPITAL LETTERS, initial and date them. For boxes with a '✓' or 'x', completely fill in the incorrect square box, add your initials and the date. Put a '✓' or 'x' in the correct box.
- Complete all sections and questions that apply to you and attach all supporting documents.

Returning your form

Send your completed form and any supporting documents to ruralpayments@defra.gov.uk.

Or you can post them to:

Rural Payments Agency (CS)
PO Box 324
Worksop
S95 1DF

Keep a copy of all documents sent to us for your records.



Countryside Stewardship Transfer In form

Section 1: Transferee's details

- 1 Transferee's Single Business Identifier (SBI) number:
- 2 Proposed agreement title (land or farm name):
- 3 Business name:
- 4 Have any of the named transferees been declared bankrupt in the past 5 years? Yes No
- 5 What is the transferee's legal trading status (tick one box):
 - Individual Sole Trader
 - Public Limited Company (Plc) Private Limited Company (Ltd)
 - Cooperatives (for example IPS, Coop, CIC)
 - Partnership
Specify Partnership type:
 - Charity
Please add the Charities Commission registration number:
 - Public Sector Body
Specify Public Sector Body type:

Unincorporated Associations (organisations that don't fit the above categories, for example some Estate Management Committees, Golf Clubs could be unincorporated).
Specify the type:

- 6** I confirm that all of the land I manage, including all land subject to a CS agreement, has been registered and is correct at the date of submitting this application on the Rural Payments service.
- 7** I am aware that it is my responsibility to ensure that I obtain, maintain and comply with any permits, licences, permissions, consents, approvals, certificates and authorisations (whether statutory or otherwise) which are required for the performance of my obligations under this agreement, if the transfer is approved.
- 8a** Are you a tenant?
- Yes Go to question 8b
- No Go to question 9a
- 8b** Do you have any obligations in your tenancy to carry out environmental management on the land in this application?
- Yes Tick to confirm you are not seeking funding for these activities in your 'transfer in' application. Continue to question 9a
- No Go to question 9a
- 9a** Do you currently have management control over all of the land and activities included in this application for the entire length of the proposed agreement so that you can meet the Declaration and Undertakings in Section 3?
- Yes Go to question 10.
- No You must make a countersigned application with each landlord or other person, who would take over your responsibilities, should you cease to have management control over all/part of the land using the [Countryside Stewardship Land Ownership and Control form](#). Continue to question 9b
- 9b** I confirm that I have attached a signed 'Countryside Stewardship Land Ownership and Control form' for each counter signatory. Continue to question 10.
- 10** Is the agreement part of a facilitated group? Not known Yes No
- Tick one box and continue to question 11a
- 11a** Is any of the land included in this 'transfer in' application common and/or shared grazing land?
- Yes Continue to question 11b
- No Go to Section 2: Proposed agreement details

11b I confirm I have read the [Common land and shared grazing supplement to the CS manual](#).
Continue to question 11c

11c Is the Transfer In made by the landowner who owns the whole common and has sole use and rights to the land?

Yes Go to Section 2: Proposed agreement details.

No You must complete a [CS common land and shared grazing supplementary application form](#) and create an internal agreement, signed by all the parties to the CS application. This agreement must specify the obligations placed on each person and the payments they may expect to receive. Continue to question 11d

11d I confirm that I have supplied the CS common land and shared grazing supplementary application form and internal agreement document with the Transfer In form.

Continue to Section 2: Proposed agreement details.

Section 2: Proposed agreement details

12 Enter the existing CS Agreement reference of the land transferring in.

13 Enter the actual date the land transferred from one party to another (DD/MM/YYYY).

14 Reason for transfer (tick one box only):

Business change

Tenancy change

Land sale

Customer's death

Inheritance

Other

If 'Other', give details in the box below:

15 Are you transferring in all or part of the land in the agreement? All Part

16a Does someone else claim Basic Payment Scheme (BPS) payments on any land parcels included in your transfer application?

Yes Go to question 16b

No Go to question 17

16b I confirm that I have read the 'dual use' section in the relevant CS manual and I am including the 'dual use' evidence with the Transfer In form. Continue to question 17.

17 Excluding BPS, will you receive any other funding for the management of the land parcels included in this transfer application?

Yes Give details below then go to question 18

No Go to question 18

18 Is any land included in this transfer application designated by HM Revenue and Customs as national heritage property under the conditional exemption tax incentive (heritage property relief)?

Yes Provide the name of the exempt property as it appears on HMRC website www.hmrc.gov.uk/heritage/lbsearch.htm. then go to Section 3: Organic Support.

No Go to Section 3: Organic Support.

Section 3: Organic Support

19 Is any of the land being transferred organic (organic conversion (OR options) and/or organic maintenance (OT options)?

Yes Go to question 20

No Go to Section 4: Supporting documents checklist

20 Tick to confirm that you have completed and agreed a Conversion Plan or Viability Plan with your Organic Control Body (OCB) for all land and business you are transferring into your Agreement.

Continue to Section 4: Supporting documents checklist.

Section 4: Supporting documents checklist

For each described supporting document in the following table, place an 'x' or '✓' in the respective column 'Yes' or 'No' or if that piece of evidence is not applicable for your application in the 'N/A' box. Include any documents marked in the 'Yes' column with your Transfer In form.

Supporting document	Yes	No	N/A
Annex 1 for part-transfers only.			
Annex 2 for part-transfers only.			
If the remaining capital expenditure is more than £50,000 include: <ul style="list-style-type: none">a written statement from a chartered accountant confirming that the business or SBI has the resources from trading profits, reserves or loans to undertake the capital works according to the proposed agreement schedule.			
If the remaining capital expenditure is more than £500,000 include: <ul style="list-style-type: none">a written statement from a chartered accountant confirming that the business or SBI has the resources from trading profits, reserves or loans to undertake the capital works according to the proposed agreement schedule and;the last three years of accounts to confirm the transferee has the administrative, financial and operational capacity to fulfil the agreement conditions.			
Land Ownership and Control form (one form for each counter signatory).			
Copy of your tenancy agreement.			
Application with common land only where the application is not made by the landowner who owns the whole common and has sole use and rights to the land include: <ul style="list-style-type: none">a CS Common Land and Shared Grazing supplementary application form and;an Internal Commons Agreement signed by all parties.			
Dual Use form if applicable – call and request the form from the RPA helpline (0300 020 0301).			

Supporting document**Yes****No****N/A**

Inheritance/Capital Gains Tax exemptions – for applications with woodland options only, include:

- a copy of the current Woodland Management Plan, and
 - maps showing woodland compartments.
-

Organic Conversion plan or Organic Viability plan.

Organic Certificate from the Organic Control Body (OCB).

Organic Schedule from the (OCB).

OT1/OT2 only: Evidence that the land is improved permanent grassland or rough grazing is required.

OR5/OT5 only: Conversion map showing planting spacing and species within orchard required.

OT6 only: Field operation records.

Woodland options: Woodland Management Plan.

List any other supporting documents supplied with the Transfer In form.

Once completed, continue to Section 5: New beneficiary(ies) declaration and undertakings.

Section 5: New beneficiary(ies) declarations and undertakings

I declare that:

- I hereby inform Rural Payments Agency (RPA) about the above transfer and request a transfer of all/part of the original agreement and the associated grant payments.
- The details I have provided in this form are correct and I accept full responsibility for them.
- The current agreement holder has provided me with information about the CS agreement obligations currently on the land which is being transferred to me. I will continue with them for the remaining term of the agreement, if this transfer application is approved, and I am offered and accept the transferred agreement.
- I agree to be bound by the terms relating to transfers as specified in the relevant CS manual.
- I understand that if the transfer application is approved, and I am offered and accept a transferred agreement, I will be responsible for the consequences of any breaches or other non-compliances in relation to the transferred agreement, which may include breaches or other non-compliances which occur/occurred prior to the date of transfer.
- I understand that if the transfer application is approved, and I am offered and accept a transferred agreement, I will be responsible for maintaining any capital items which have already been delivered under the original agreement on the transferred agreement land in the condition and to the specification for which they were grant-aided for the remaining term of the agreement. I understand that if these requirements are not fulfilled, the grant payments for such items may be recovered from me.

In signing this form I undertake that if the transfer specified in it is approved by RPA / Forestry Commission and I am offered and accept the transferred agreement, I will:

- fulfil the obligations required of me as specified in this form;
- continue to fulfil the obligations set out in the original agreement (including any maps or other documents which form part of it) to the extent that they are not superseded by obligations specified in the transferred agreement;
- continue to comply with the mandatory elements of the relevant CS manual and supplements (if any) for the remaining duration of the transferred agreement; and
- provide RPA with any additional evidence requested in relation to this transfer request.

These declarations and undertakings must be signed by a party/parties having full authority and capacity to bind the transferee(s) named at section 1 of this form.

Signature	Name (BLOCK letters)	Capacity of signatory (for example, sole trader, company director, agent)	Date

Warning - If you knowingly or recklessly make a false statement to obtain payments to yourself or others, you risk prosecution, termination of any resulting agreement and recovery of any money paid to you under the scheme. You may also be excluded from certain CS schemes for up to two years.

Using and sharing your information

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information about our standards for requesting and storing personal information, go to www.gov.uk/rpa and search for [Defra Personal information charter](#).

Annex 1: Multi-annual options when transferring in part of an agreement

This annex must be completed when transferring in a part agreement which you are willing to take on as the beneficiary. The existing agreement holder should have provided you with a copy of the CS agreement obligations currently on the land which will come under your control.

Land parcel reference (for example AA1234 5678)	Total parcel area	Option code	Option area/length

If necessary use a continuation sheet and enter the number of extra sheets used in this box:

Annex 2: Capital items when transferring in part of the agreement

This annex must be completed when transferring in a part agreement which you are willing to take on as the beneficiary. The existing agreement holder should have provided you with a copy of the CS agreement obligations currently on the land which is coming under your control.

Land parcel reference (for example AA1234 5678)	Total parcel area	Item code	Length/unit number

If necessary use a continuation sheet and enter the number of extra sheets used in this box: